

BGN-CIA Authorization and Accounting Procedures

I. General Statement:

1. The procedures set forth herein provide for:

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b. The method of accounting for expenditures and balances of CIA funds by BGN.

2. Three categories of projects are involved, namely:

a. NIS Projects. Each of which shall have a specific area definition, and which will consist of the following components:

- (1) Preparation of a preliminary gazetteer consisting of all available processed geographic names of the area.
- (2) Listing and editing of place names for standard map bases.
- (3) Geographic name editing of textual material.
- (4) Preparation and maintenance of final gazetteers, directions or guides to geographic name treatment, and evaluation of principal name sources.

b. CIA Staff Projects. Consisting of those projects, other than NIS, estimated to cost more than \$200.00 to complete.

c. CIA Special Projects. Consisting of those projects, other than NIS, estimated to cost less than \$200.00 to complete.

II. Authorization Procedures: CIA procedures for authorizing BGN to undertake work on the three categories of CIA projects are as follows:

1. NIS Projects.

a. CIA will issue memoranda of authorization to BGN to undertake work on specified NIS areas. Such memoranda will be prepared by the Chief, Basic Intelligence Group, for the signature of the Assistant Director, ORE, or his Deputy. Copies will be furnished to the Chief, Map Branch, ORE; the Chief, Administrative Staff, ORE; and the Chief, Finance Branch, A & M. A sample form of subject memorandum is attached hereto marked Annex No. 1.

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- b. Upon receipt of a memorandum of authorization, BGN will initiate preliminary work on each NIS area specified, including the preparation of the preliminary gazetteer. Work on the other individual components within the specified NIS areas will be undertaken by BGN upon receipt of specifications and authorizations from the Chief, Basic Intelligence Group, ORE.
- c. BGN will not be required to submit cost estimates for NIS projects.

2. CIA Staff Projects.

- a. CIA will prepare individual memoranda and specifications for each CIA Staff Project submitted to BGN. Such memoranda will be prepared by the Chief, Map Branch, ORE, for the signature of the Assistant Director, ORE, or his Deputy. Copies will be provided to Chief, Administrative Staff, ORE, and the Chief, Finance Division, A & M.
- b. BGN will furnish a cost estimate for each CIA Staff Project submitted, and will undertake work on such projects only upon receipt of a memorandum of authorization signed by the Assistant Director, ORE, or his Deputy. Copies will be furnished to the Chief, Administrative Staff, ORE, and the Chief, Finance Division, A & M.

3. CIA Special Projects. CIA will authorize BGN to undertake individual items of work as a CIA Special Project after informal consultation with BGN, by memoranda prepared for the signature of the Assistant Director, ORE, or the Chief, Map Branch, ORE. BGN will not be required to prepare written cost estimates in such cases.

III. Accounting Procedures:

- 1. On or before the sixth working day of each month, BGN will furnish in quadruplicate, to the Assistant Director, ORE, an accounting of obligations incurred against CIA working funds during the previous month and a summary of the status of the CIA working fund. This statement of account will provide the following:
 - a. Identification of each project by category.
 - b. The cost incurred during the month on each project.
 - c. The total cost to date incurred on each project.
 - d. Indication of status of project as completed, or still in progress.
 - e. Summary of obligations balanced against remainder of working funds.

2. In the case of NIS Projects, each component of the work will be listed and accounted for by BGN separately in accordance with the categories listed under Section I, Paragraph 2a, herein.
3. BGN will advise CIA immediately in all cases where CIA Staff Projects and CIA Special Projects cannot be brought to completion within the original BGN estimate, or the \$200.00 limit. No further work on such projects will be undertaken by BGN without written authorization from the Assistant Director, ORE.

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